

## SENIOR EXECUTIVE SERVICE (SES) RECERTIFICATION

(This form is to be used with the OSD *Senior Executive Service Handbook*, Chapter 11)

<b>1. RECERTIFICATION PERIOD</b>		<b>2. NAME OF CAREER APPOINTEE IN THE SES</b> <i>(Last, First, Middle Initial)</i>		
a. FROM July 1, _____	b. TO June 30, _____			
<b>3. CURRENT PAY RATE</b>  ES-	<b>4. POSITION TITLE AND ORGANIZATION</b>			
<b>5. STANDARD FOR RECERTIFICATION</b>  The career appointee in the Senior Executive Service must perform at the level of excellence expected of a senior executive. Excellence means that the appointee has demonstrated over the recertification period that he or she has achieved excellence in: a. PLANNING FOR, SUBSTANTIALLY ADVANCING AND ATTAINING, PRESIDENTIAL, AGENCY, OR ORGANIZATIONAL GOALS AND OBJECTIVES THAT REQUIRED A SUSTAINED SUPERIOR EFFORT; b. TAKING SPECIFIC INITIATIVES THAT ADVANCE A MAJOR POLICY AND/OR SIGNIFICANTLY IMPROVED DELIVERY OF SERVICES; c. TAKING THE NECESSARY ACTIONS TO ENSURE THE ACHIEVEMENT OF A QUALITY PRODUCT IN A TIMELY MANNER; AND d. MAKING SIGNIFICANT TECHNICAL, SCIENTIFIC, OR PROFESSIONAL CONTRIBUTIONS. If applicable to the responsibilities of the appointee, he or she must also demonstrate that he or she has achieved excellence in: <i>(Check which apply)</i>				
		APPLIES:	Yes	No
e. ACHIEVING SUBSTANTIAL SAVINGS IN THE EXECUTION OF PROGRAMS UNDER HIS OR HER DIRECTION;				
f. MAINTAINING THE HIGH QUALITY AND EFFECTIVENESS OF A PROGRAM UNDER HIS OR HER DIRECTION WITH REDUCED RESOURCES; AND/OR				
g. PROVIDING STRONG LEADERSHIP TO ENHANCE THE DEVELOPMENT, UTILIZATION AND ACHIEVEMENTS OF SUBORDINATE PERSONNEL, INCLUDING ACHIEVEMENT OF EQUAL EMPLOYMENT OPPORTUNITY GOALS.				
<b>6. FACTORS TO BE CONSIDERED IN DETERMINING IF CAREER APPOINTEE MEETS STANDARD</b>				
a. PERFORMANCE RATINGS	_____	_____	* _____	
b. PERFORMANCE AWARDS	_____	_____	* _____	
*To be entered after the final determination by the deciding official.				
c. PRESIDENTIAL RANK AWARDS	DISTINGUISHED	_____	MERITORIOUS	_____
d. OTHER AWARDS AND RECOGNITION				
e. DEVELOPMENTAL ACTIVITIES				

f. OTHER RELEVANT QUALITATIVE FACTORS *(If in written policy)*

The following recommendations/determinations are based on an assessment of the career appointee's overall performance during the recertification period in relation to the Standard for Recertification required by law, regulation and OSD and Defense Agency written procedures; preceding recommendations and justifications; and appointee's attachments.

7. SUPERVISOR'S RECOMMENDATION *(X as applicable)*

a. RECERTIFY	b. CONDITIONALLY RECERTIFY Lower Pay:	Yes	No	c. NOT RECERTIFY
d. IF APPROPRIATE: JUSTIFICATION ATTACHED				
e. SIGNATURE				f. DATE (YYYYMMDD)

8. CAREER APPOINTEE'S ACKNOWLEDGEMENT. I RECEIVED A COPY OF MY SUPERVISOR'S RECOMMENDATION. *(X as applicable)*

a.	I DO	DO NOT	WANT A SECOND-LEVEL REVIEW.	
b.	I DO	DO NOT	WISH TO SUBMIT A STATEMENT.	
c. IF STATEMENT WAS MADE, IS IT ATTACHED?		Yes	No	
d. SIGNATURE				e. DATE (YYYYMMDD)

9. REVIEWING OFFICIAL'S RECOMMENDATION *(X as applicable)*  
*(If the reviewing official is the same person as in Item 7, do not complete Item 9.)*

a. RECERTIFY	b. CONDITIONALLY RECERTIFY Lower Pay:	Yes	No	c. NOT RECERTIFY
IF APPROPRIATE:	d. JUSTIFICATION ATTACHED	e. APPOINTEE RESPONSE ATTACHED		
f. SIGNATURE				g. DATE (YYYYMMDD)

10. PERFORMANCE REVIEW BOARD RECOMMENDATION *(X as applicable)*

a. RECERTIFY	b. CONDITIONALLY RECERTIFY Lower Pay:	Yes	No	c. NOT RECERTIFY
IF APPROPRIATE:	d. JUSTIFICATION ATTACHED	e. APPOINTEE RESPONSE ATTACHED		

*(Signature and date will be on cover memorandum.)*

11. DECIDING OFFICIAL'S DETERMINATION *(X as applicable)*

a. RECERTIFY	b. CONDITIONALLY RECERTIFY Lower Pay:	Yes	No	c. NOT RECERTIFY
d. IF APPROPRIATE: JUSTIFICATION ATTACHED				
e. SIGNATURE				f. DATE (YYYYMMDD)